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Information Technology Review (eAPR) [1]

SM-08-103 Information Technology Review

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PURPOSE

To specify GTA and agency responsibilities concerning State oversight of information technology initiatives (IT) with respect to State and agency strategic goals, and with enterprise policies and standards.

STANDARD

I. Agency IT Coordinator

1. The Agency Senior Executive shall designate an IT Coordinator to be GTA's single point of contact for IT Reviews for the agency. The IT Coordinator may be the agency CIO, IT Director or other responsible party familiar with information technology.

2. Responsibilities of the IT Coordinator:

- a. Become familiar with and monitor the most current GTA IT Review requirements.
- b. Review agency IT needs
- c. Review agency IT initiatives for compliance with the GTA Enterprise Policies and Standards.
- d. Review all IT initiatives against State criteria and forward information to GTA for initiatives meeting the investment thresholds of this Standard.
- e. Maintain files by project, subject to audit by such agencies or entities with authority to do so.

II. Requirements for IT Initiatives Anticipated to Cost \$100,000 or More

1. Information technology acquisitions, as well as upgrades and expansions to existing technology solutions and associated agreements anticipated to cost \$100,000 or more are subject to this standard. Its application includes but is not restricted to hardware, software, and system development, enhancements and modifications. See "Costs" definition in "Terms and Definitions" below.

2. Any information technology initiative subject to this standard must submit to GTA an Agency Project Request (APR). The description of the process required to submit an APR can be found at GTA's information website:

<http://gta.georgia.gov/investment-management> [8]

3. Agencies shall be guided by the current year budget instructions in determining the date of submission of APRs. These budget instructions are issued by OPB and are located on the OPB website: